



Membership Committee

Approved

Wednesday, January 18, 2006

12:00 pm to 2:00 pm

Public Health

4041 North Central Avenue, Phoenix

15th Floor, Prickly Pear Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Larry Stähli, Marc Allan, Randall Furrow, John Zielinski

Alternates:

Excused:

Absent:

Guests: Michael Bryson, John Sapero, Emily Gantz McKay (via teleconference)

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Marc Allan stated he will resign from the Membership Committee after this meeting.

Determination of quorum

Randall Furrow determined that quorum was established, with three of four members present at 12:04 p.m.

Review and approval of the minutes for the December 14, 2005 meeting

The committee reviewed the minutes from the December 14, 2005, meeting.

MOTION: Larry Stähli moved to accept the minutes. John Zielinski seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Committee Chair update

Randall Furrow urged the attendees to recruit new members.

Randall Furrow
Membership Committee Chair

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MEETING MINUTES *continued*

Determination of executive session

MOTION: Larry Stähli moved to go into executive session to discuss the following items:

- Determination of any current members who are at risk of voluntarily resigning from the Council due to excessive unexcused absences;
- Review of any affiliation changes of current members;
- Review of the current membership profile; and
- Review and determination of the reappointment of current Planning Council members whose terms are expiring.

John Zielinski seconded.

DISCUSSION: None.

OUTCOME: The motion passed. Emily Gantz McKay left the meeting and executive session began.

Executive session ended and PCS announced:

- Members Antonio Escalante and Jesus Arellano will be contacted by mentors Randall Furrow and Larry Stähli to explain their risk of resigning by absence and assist with any barriers to participation.
- There are no changes in members' categories of representation.
- Based upon the membership profile, reappointment goals for March 2006 are:
 - 3 Hispanic people, including one MSM
 - 1 African-American man, preferably MSM
 - 1 Native American unaligned consumer of Title I services
 - Special attention in recruiting would be paid to Pinal County and anyone representing the recently incarcerated population
- The committee recommended the reappointments of Carol Williams, Debby Elliott, Eric Moore, Keith Thompson, Larry Stähli, Randall Furrow, and Stephen O'Dell. Mary Rose Wilcox will be contacted to confirm her continued representation on behalf of the Board of Supervisors.

Discussion regarding revisions to the membership process

The committee continued revising the open nominations process for the recommendation of appointees to the Council (available from PCS). Discussion focused on the creation of a panel interview process to judge each applicant equally. HRSA consultant Emily Gantz McKay suggested open-ended questions that identify applicants' strengths and barriers to effective participation.

MEETING MINUTES *continued*

Emily Gantz McKay recommended seeking out those who have perspectives which we do not already have represented on the Council and offered questions to evaluate diversity. Although the membership is mandated to reflect the demographics of the EMA's population with HIV or AIDS, over-representation of disproportionately affected and historically underserved populations is encouraged. This is because they are more likely than the general population to be eligible for care through Ryan White.

Senior management at Service Providers' agencies will be contacted to confirm their knowledge that they have a representative on the Council. New Service Provider representatives will be confirmed with their agencies during the open nominations process.

Changes in the category of representation puts members in priority consideration for any appropriate open position to complete their term without having to undergo the interview process again. Participation and factors to be determined may be considered in making the new recommendation.

The interview and its scoring must be developed further.

Review of new member recruitment materials & strategies

The committee reviewed recruitment materials and strategies, in preparation for revisions. Planning Council Support (PCS) presented an 11"x17" flyer that could be used with a variety of subjects printed on the inside for recruitment, consumer awareness, and other targeted marketing. The portfolio style becomes a container for an information packet that could include the application materials.

Marc Allan suggested adapting the content to be flexible for use in non-traditional marketing like church bulletins and community newspapers, and expanding the range to include a press packet. The committee may suggest to the Executive Committee and/or the Education & Empowerment Committee that feature articles be written about the work of the Council to assist with recruitment.

Policies and Procedures discussion

The committee discussed how membership, attendance, and committee office requirements would not have special provisions for the Membership Committee. Other policies and procedures were updated to reflect changes made in the newly revised Bylaws, including clarification of the resignation by absence policy (available from PCS).

The committee developed a timeline of activities based upon a draft developed by PCS. It includes a schedule for recruiting that is based upon a 3 month cycle for submission of recommendations to the Board of Supervisors.

MEETING MINUTES *continued*

Mentorship and ongoing member training would be developed into the P&Ps in the next meeting.

Current events summaries

Planning Council Support related that the Leadership Academy is scheduled for January 20, 2006.

Call to the public

None.

Adjourn

Subjects suggested for the next meeting included:

- Continued development of the open nominations process
 - Interview development
 - Scoring system
 - Mentorship
 - Ongoing member training
- Review and revise the membership application
- Work on recruitment strategies
- Executive session for membership review

The meeting adjourned at 2:35 p.m.

The next meeting of this committee is scheduled for: Wednesday, February 15, 2006.

For February only, it will meet at 12:30 p.m., which is ½ hour later than usual.

This committee generally meets on the third Wednesday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.